

How to Complete a Project Modification Request

This document will walk you through how to complete a Project Modification Request - PMR (formerly Grant Amendment Request) within the Egrant System.

After you log into Egrants, you will come to this screen:

[? Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

Click the top “Click Here”.

From the **Project Management Search** screen, enter the “Grant ID” number for the application you are trying to access and click “Search”.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications In Process \(0\)](#)

[Awarded Projects - Active \(2\)](#)

Applications In Process Quick Search results displayed
No records found!

Grant ID	Applicant Agency	Title	Receipt Date
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If you do not know the “Grant ID”, enter “%” into the Grant ID box and click Search. This will generate a list of all applications for your agency. You can refine the search by selecting from the specific criteria such as “Funding Announcement”, “Applicant Agency”, and “Keywords” dropdown list.

Once you are on the **Project Summary** screen, click the “Create Project Modification Request (PMR)” button.

PROJECT SUMMARY


[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1851 :	Create Project Modification Request (PMR)		
	Modifications 1	4/1/2013 - 3/31/2014	Open - Awarded  
	Application	4/1/2013 - 3/31/2014	Open - Awarded

You will next see the “Create Project Modification Request (PMR) Confirmation” screen. If you want to continue with the creation of the PMR, click “Continue”. If you do not want to continue, click on the “Cancel” button

Create Project Modification Request (PMR) Confirmation

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR
Press **Cancel** to Abort

Project Modification Request

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/21/2013 2:35:54 PM
Main Summary Information	In Process	0	2/21/2013 2:35:54 PM
Performance Indicators	In Process	0	2/21/2013 2:35:54 PM

The sections listed above are those that can be modified.

Each section's status must be changed to Complete before the PMR can be submitted.

How to Complete the Main Summary Information Section

MODIFICATION DETAILS

Section Point Value: 0

Completion Status: **In Process** ▼

Created By: Ms. Kim Snyder
Last Update By: Ms. Kim Snyder
Created Date: 2/21/2013 2:35:54 PM
Last Update Date: 2/21/2013 2:35:54 PM

SubGrant ID: --

Applicant Agency: [Indiana Criminal Justice Institute](#) Change Applicant

FID #: 00-0000000

Recipient Agency: [Indiana Criminal Justice Institute](#) Add Recipient

Project Director: Ms. Kim Snyder Details Project Director not listed in dropdown? ?

Financial Officer: Ms. Terrie D Grantham ▼ Details Financial Officer not listed in dropdown? ?

Primary Contact: Ms. Kim Snyder Details Primary Contact not listed in dropdown? ?

[Additional Contacts \(0-ICJI\)](#)

Program Staff Contact: [Ms. Kim Snyder](#)

Fiscal Contact: [Ms. Kim Snyder](#)

Listing of Signatories
Add New Signatory

Name	Title
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Phase: Initial

Submitted By: * **[Dropdown]** Submitted Date: *

Application Award Date: 2/21/2013 Modification Award Amount:

Project Start Date: * 4/1/2013 **Project End Date: * [Dropdown]**

Commission Meeting: Signature Page Received Date:

Resubmitted Date: Returned Date:

Justification of Requested Modification: *

Save Save And Continue Editing Delete Back

In the Main Summary Section the following changes can be made.

- Project and Financial Contact Information
- Project End Date

In the “Submitted By” drop down menu select the person who is submitting the PMR.

Each time a PMR is submitted the subgrantee must include the End Date whether it has been changed or not.

A justification for any requested change must be included in the Main Summary section in the Justification for Requested Modification text box.

When finished with the section change the Completion Status to Complete and Save.

How to Complete the Budget Detail Section

BUDGET DETAILS

Section Point Value: 5

Completion Status: In Process

Created By: Ms. Kim Snyder

Last Update By: Ms. Kim Snyder

Created Date: 4/19/2013 10:41:40 AM

Last Update Date: 4/19/2013 10:41:40 AM

Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	3,000.00	3,000.00	3,000.00	3,000.00	0.00
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	600.00	0.00	600.00	0.00	0.00
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.00
Equipment	0.00	4,000.00	0.00	4,000.00	0.00
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.00
Consultants	5,000.00	1,000.00	5,000.00	1,000.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total: Σ	10,800.00	8,300.00	10,800.00	8,300.00	0.00

Total Approved Budget by Fund Source		
Source	Current Budget	New Budget
Federal	10,800.00	10,800.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	8,300.00	8,300.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	19,100.00	19,100.00

[Budget Setup](#)
[Save](#)
[Save And Continue Editing](#)
[Back](#)

The Budget Detail section allows you to make any necessary changes to your budget.

- In this section you can make the following changes:
 - ✓ Request additional funds
 - ✓ Request to move funds between line items in the same budget category
 - ✓ Request to add a new line item to a budget category
 - ✓ Request funds to be moved between budget categories
- To make a change to a Budget, click the blue link for Budget Category you want to change.

To make changes to an existing line item, click the link to open Budget Category and then click the link to open the line item.

PERSONNEL

Add New Line

Position	Name	Fund Type	Year 1 Cost		Total
			Current	New	
Assistant	Marcia	Grant Fund	2,000.00	2,000.00	2,000.00
Coordinator	Jan	Grant Fund	1,000.00	1,000.00	1,000.00
Executive	Cindy	Cash Match (New Approp.)	3,000.00	3,000.00	3,000.00
Total:			6,000.00	6,000.00	6,000.00

Back

PERSONNEL BUDGET LINE ITEMS

Created By: Ms. Kim Snyder

Created Date: 4/19/2013 10:28:08 AM

Last Update By: Ms. Kim Snyder

Last Update Date: 4/19/2013 10:47:34 AM

Current		New
Position: *	Assistant	Assistant
Name:	Marcia	Marcia
		Grant Fund

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	x	2,000.00	x	1,000.00
Total Cost:		2,000.00	Total Cost Σ	1,000.00

Save

Save And Add Another

Back

- Make the necessary changes in the column labeled "New".
- Edit the "Computation" and the "Cost" for any line item that will have funds added or subtracted.
- Once the changes have been made, click "Save".

To **add** a new line item to an existing Budget Category, click into the Budget Category you want to have funds added into and click the "Add New Line" button and then enter your line item information.

PERSONNEL

Add New Line

Position	Name	Fund Type	Year 1 Cost		Total
			Current	New	
Assistant	Marcia	Grant Fund	2,000.00	1,000.00	1,000.00
Coordinator	Jan	Grant Fund	1,000.00	1,000.00	1,000.00
Executive	Cindy	Cash Match (New Approp.)	3,000.00	3,000.00	3,000.00
Total:			6,000.00	5,000.00	5,000.00

Back

You will do this same step when requesting funds to be added into a Budget Category if it currently does not have funds budgeted into the category.

After you have entered the information for the new line item, you will need to click “Save”. If you need to add multiple lines to a Budget Category, you can click “Save and Add Another” to add additional line items.

Note: If you need to remove a line item from a Budget Category, click the line item to be removed. Then remove the information from the Computation and Cost boxes. This will “zero” out the line items.

If additional funds are being requested, or you are requesting funds be subtracted, from the budget, those funds must be included in the **Source** section of the Budget Detail.

Select the Source by clicking the appropriate blue link.

BUDGET DETAILS

Section Point Value: 5

Completion Status: In Process

Created By: Ms. Kim Snyder
Last Update By: Ms. Kim Snyder

Created Date: 4/19/2013 10:41:40 AM
Last Update Date: 4/19/2013 10:47:34 AM

Budget Category	Current Subgrant Budget	Current Match	Requested Subgrant Budget	New Match	Net Change Dollar Amount
Personnel	3,000.00	3,000.00	2,000.00	3,000.00	(1,000.00)
Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	600.00	0.00	600.00	0.00	0.00
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.00
Equipment	0.00	4,000.00	0.00	4,000.00	0.00
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.00
Consultants	5,000.00	1,000.00	5,000.00	1,000.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total: Σ	10,800.00	8,300.00	9,800.00	8,300.00	(1,000.00)

Total Approved Budget by Fund Source			
Source	Current Budget		New Budget
Federal	10,800.00		10,800.00
State	0.00		0.00
Project Income	0.00		0.00
Interest	0.00		0.00
State Match	0.00		0.00
Cash Match (New Approp.)	8,300.00		8,300.00
In-Kind Match	0.00		0.00
Project Income Match	0.00		0.00
Total: Σ	19,100.00		19,100.00

BUDGET FUNDING SOURCE DETAILS

Total Approved Budget by Fund Source			
Source	Year 1 Cost		
	Current	New	
Federal	10,800.00	9,800.00	
State	0.00	0.00	
Project Income	0.00	0.00	
Interest	0.00	0.00	
State Match	0.00	0.00	
Cash Match (New Approp.)	8,300.00	8,300.00	
In-Kind Match	0.00	0.00	
Project Income Match	0.00	0.00	
Total: Σ	19,100.00	18,100.00	

Make the necessary changes in the column labeled **New**. Once the changes have been made, click **Save**.

When all of the appropriate changes have been made, change the Completion Status to Complete and click Save.

BUDGET DETAILS

Section Point Value: 5

Completion Status: In Process

Created By: Ms. Kim Snyder

Last Update By: Ms. Kim Snyder

Created Date: 4/19/2013 10:41:40 AM

Last Update Date: 4/19/2013 10:47:34 AM

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Confidential	0.00	0.00	0.00	0.00	0.00
Employee Benefits	600.00	0.00	600.00	0.00	0.00
Travel (Including Training)	2,000.00	0.00	2,000.00	0.00	0.00
Equipment	0.00	4,000.00	0.00	4,000.00	0.00
Supplies & Operating Expenses	200.00	300.00	200.00	300.00	0.00
Consultants	5,000.00	1,000.00	5,000.00	1,000.00	0.00
Construction	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total: Σ	10,800.00	8,300.00	9,800.00	8,300.00	(1,000.00)

Total Approved Budget by Fund Source		
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Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	8,300.00	8,300.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	19,100.00	18,100.00

Budget Setup

Save

Save And Continue Editing

Back

How to Complete the Performance Indicators Section

After you click "Performance Indicators from the Modification Summary Screen, you will see this:

PERFORMANCE INDICATORS

Section Point Value: 0
Completion Status: In Process ▼

Created By: Ms. Kim Snyder
Last Update By: Ms. Kim Snyder

Created Date: 2/21/2013 2:35:54 PM
Last Update Date: 2/21/2013 2:35:54 PM

Project Phase Target

1. Established by ICJI
2. Established by Subgrantee

Add New Performance Indicator

View History Save Save And Continue Editing Return to Project Summary

All you need to do to complete this section is change the Completion Status to Complete and click Save.

How to Submit a Completed Project Modification Request

When all of the Statuses are set to Complete on the Modification Summary screen, click Submit Modification.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	2/22/2013 10:25:41 AM
Main Summary Information	Complete	0	2/22/2013 10:25:31 AM
Performance Indicators	Complete	0	2/22/2013 10:25:09 AM

View Application Submit Modification Withdraw Modification View Issues/Comments Back

After you click Submit Modification, this message will appear:

Message from webpage

?

Your Program Manager will contact you with additional information and next steps regarding your modification request. Reminder: You can view the application at any time by using the View Application button.

OK Cancel

Click OK to proceed.

A signature is NOT required for Project Modification Requests. You do NOT need to print the signature page of the PMR for signatures.

If a PMR was submitted in error it can be withdrawn by clicking the Withdraw Modification button from the Modification Summary screen.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	2/22/2013 10:25:41 AM
Main Summary Information	Complete	0	2/22/2013 10:25:31 AM
Performance Indicators	Complete	0	2/22/2013 10:25:09 AM

WITHDRAW MODIFICATION CONFIRMATION

You are about to request that your Modification for funding be withdrawn from consideration by ICJI.
Are you sure you want to withdraw your Modification?

If you click Withdraw Modification, the above message will appear.

Click Back if you do NOT want to withdraw your PMR.

Click Yes, Request my Modification be Withdrawn, if you want to continue with the Modification Withdrawal.